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OIA/TECH-37/79
31 August 1979

MEMORANDUM FOR: Chief, Computer Services Division, PSG

SUBJECT : Mission Prediction Requirements (U)

REFERENCE :

25X1

1. The Office of Imagery Analysis has identified several minor problems with our mission prediction lists. Those sorts which print any of our PCOM's in the 500-599 range and contain an OIA XPRI

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2. The SCOM/FCAN/OP/FR/MRN sort should page eject on SCOM change rather than FCAN as it does currently. This change will save paper and make distribution easier. ☐

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3. OIA's target labels are currently being listed in operation order. We are requesting that this be changed to FCAN order as the primary sort with OPER becoming the secondary sort. ☐

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5. PCOM 599 should be included in our PCOM/FCN/OP/FR/MRN sort. ☐

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6. Questions regarding these requests may be directed to me on extension ☐ secure. ☐

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MORI/CDF Page 3

Distribution:

Original - Addressee

1 - NFAC/OIA/TS

25X1

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Page Denied

INSTRUCTIONS FOR COMPLETING FORM 930

- Items 1, 3-5: These items are self explanatory.
- Item 2: If the requesting office uses an internal control number for computer service requests, it should be entered in this space.
- Item 6: The requester should provide a narrative description of the nature of the service to be performed. It should be complete and as clear as possible, for the record and for the understanding of ODP personnel, who will contact the requester if clarification and/or additional information is required. If space on the form is insufficient, the description may be continued on regular letter size paper (three copies) or attached in a separate memorandum.
- Item 7: The appropriate box should be checked to indicate the nature of the request. New customers should call extension ☐ if in doubt as to which box applies. STAT
- Item 8: The project name will not be entered if the request is a new requirement.
- Item 9: If the customer wishes to establish a cost limit for ODP resource expenditure, it will be entered here.
- Item 10: This box pertains to direct costs incurred in the requester's office in preparing input documents, changing work procedures, etc. Completion this item is at the requester's option.
- Item 11: Target dates are subject to resources available, scope and complexity of the services requested, and other priorities. Requesting offices may have to evaluate the importance of the request in relation to others submitted by the same office.
- Item 12: All requests must be approved by reviewing officials designated by the requesting office. The requesting office's allotment for computer services will be charged with the resources expended, i.e., man STAT hours and/or machine hours.

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